



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of May 19, 2014

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

#### **Accountant II – Exam #21472/Salary \$53,131 - \$73,436**

Responsible for all aspects of the accounting function, including developing and maintaining Federal and City Accounts, budget development and analysis, closing fiscal month/year-end accounting records, assist with grant management, perform grant accounting, compliance and financial reporting, and internal audit functions. **Qualifications:** A Bachelor's Degree with the major in Accounting, Business Administration, Finance, or a closely related field is required. A minimum of two years professional level accounting experience is required; including but not limited to preparing financial statements and reports, developing and monitoring budgets, grant accounting, and monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting. Applications accepted **Monday, May 12, through Friday, May 23, 2014.**

#### **Accountant II - Supervisory – Exam #21456 / Annual Salary \$61,387 - \$77,822**

The City of Minneapolis has three (3) Accountant II – Supervisory positions available. Each position is located in our Controller Division of the Finance and Property Services Department. Applicants MUST indicate for which position(s) they are applying. **Primary Responsibilities:** Responsible for all aspects of the accounting function, including, budget assembly and analysis, assisting with financial and business plan development and analysis, closing fiscal month/year-end accounting records, preparing financial statements and reports, and internal audit functions. **Required Education:** Bachelor's Degree with the major in Accounting, Business Administration, Finance, a closely related field or equivalent. **Required Experience:** Two years professional level accounting experience, which has included preparing financial statements and reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

#### **Applications Programmer – MPD/911 – Exam #21462 / Hourly Salary \$25.09 up to \$34.53**

There are currently two (2) non-exempt, full-time vacancies to be filled in the City of Minneapolis Information Technology (IT) Department. Anyone may apply. **Primary Responsibilities:** Responsible for application software development, maintenance, support, testing and documentation. **REQUIREMENTS: Experience:** Two (2) year of experience in Application Development/Support of large software using specific technical tools, languages, techniques, etc. **Education:** Associate's Degree in Computer Programming, Computer Science, or a closely related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, April 28, 2014 through Friday, May 23, 2014.**

#### **City Records Manager – Exam #21473/ Annual Salary \$65,074 up to \$86,795**

**Position Information:** There is (1) full-time, exempt vacancy to be filled in City Clerk's office. **Open to all applicants.** **Primary Responsibilities:** Ensure the City's records, data, and information assets are managed effectively in full conformance with all legal requirements, industry best practices, and with due regard for risk, probity, continuity, and economy throughout identified lifecycles using appropriate media and technology. **Minimum Requirements: Experience:** Five (5) years of experience including administration, design, development, implementation, administration, and evaluation of an enterprise records and information management program, with leadership experience in the field, including personnel supervision and performance management within a large multi-function organization. **Education:** Bachelor's Degree or equivalent in Library Science, Records Management/Archives, Information Systems/Technology, or related discipline. **Preferred: Master's Degree (MBA or MPA) in Public Administration or closely related field of study.** **Applications accepted through Tuesday, May 27, 2014.**

**The City of Minneapolis is an Equal Opportunity Employer**

**Health Program Manager – Family and Early Childhood – Exam #21467/ Annual Salary \$66,232 up to \$84,492**

**Position Information:** There is (1) full-time, exempt vacancy to be filled in the Minneapolis Health Department. **Open to all applicants.**

**Primary Responsibilities:** Position works with and maintains positive relationships with Health Department staff and other city elected and appointed leaders, the Minnesota Department of Health, MN Department of Human Services, Minneapolis Public Schools, Minnesota Visiting Nurse Agency, Way to Grow and other project contractors, community partners, community residents, local and state policy makers, and other and county staff. **REQUIREMENTS: Education:** Master's Degree in Public Health, Public Policy, Public Administration, MBA or equivalent degree in closely related fields. **Experience:** Five (5) years of experience in public health/non- profit environment.

**Applications accepted Monday, May 5, 2014 through Tuesday, May 27, 2014.**

**HR Consultant – Exam #21470 – Salary: \$51, 598 – \$71,358 Annually**

To be a key member of a Human Resources Generalist team serving in advisory and service delivery roles by providing a variety of Human Resources services to customer departments. Provide assistance and guidance to department heads, managers, supervisors and employees on a variety of HR topic areas. Provide guidance, consultation and coaching on employee relations issues, training, development, work plans, performance communications, and developing and maintaining a diverse workforce. Develop and administer staffing and recruitment plans and procedures designed to meet the changing needs of the customer and the business environment.

**Requirements:** A Bachelor's Degree in Human Resources Administration, Industrial Relations, Public Administration, Business Administration, or a related field AND two (2) years of related experience. **Applications accepted May 12 through May 23, 2014.**

**Inspector, Housing I / Hourly Salary \$20.02 up to \$28.67**

There is currently one (1) full-time, non-exempt vacancy to be filled in Regulatory Services. Although work is normally performed between 8:00 a.m. to 4:30 p.m., employees may be requested to work beyond the normal work hours from time to time or be requested to routinely work a different shift. **\*This position is open to all applicants.** **Primary Responsibilities:** Perform inspections and investigate complaints to enforce the Housing Maintenance Code, Zoning and Nuisance Ordinances applicable to facilities, maintenance, occupancy and environment of existing dwellings, non-dwellings structures, living areas and vacant land. **Requirements: Experience:** One year experience in housing, building, or zoning code administration or inspections. **Education:** Associate Degree in a related Field or equivalent. **Equivalency:** An equivalent combination of related education/experience may be considered. In all cases, applicants must have a minimum of one (1) year of experience to be qualified. **Licenses/Certificates:** Must possess and maintain a valid Driver's License while employed in this position. Within one (1) year of employment, must have/maintain an International Property Maintenance Inspector Certification or Building Officials and Code Administrators (BOCA) Housing and Property Maintenance Inspector Certification. Obtaining/maintaining certification as current is a condition of continued employment. **Applications accepted Monday, May 19, 2014 through Friday, May 30, 2014.**

**Supervisor Water Treatment Plant/Exam #21414/Salary \$75,326.00 - \$82,311.00**

The duties of this position is to insure the continuous, economical and efficient operation and maintenance of the water treatment plant facilities. Supervise and coordinate the work of plant operation and maintenance staff. **QUALIFICATIONS:** High School Diploma or equivalent and completion of 30 college semester hours or 136 continuing education units of post-secondary technical training in any of the following: Water Environmental Technologies, Mechanical systems/rotating machinery, Hydraulics, Industrial electrical systems, Industrial electro-mechanical control systems, Commercial Heating, Air Condition and Refrigeration, Plumbing, or equivalent. Six years' experience in water treatment plant(s) similar to the Minneapolis water treatment plants, or wastewater treatment plant(s) with heavy emphasis on plant maintenance, operations, and chemical treatment. Two years or more as a part of the management of a Class A or B Water Supply System or a Class A or B Wastewater Facility may be substituted for the post-secondary training requirements. Diploma, Associates Degree, or Bachelor's Degree preferred. **LICENSES/CERTIFICATIONS:** Minnesota Class 'B' Water Supply System Operator Certificate, Valid Driver's License at time of hire, Minnesota Boiler License: Special Engineer within 6 months of hire. HAZWOPER Operations Level Certification within 12 months of hire. Background check/drug & alcohol testing. **Applications accepted through May 28, 2014.**

## **CITY EMPLOYEES ONLY**

**Administrative Assistant to the Director – Civil Rights / Hourly Salary \$19.47 up to \$30.82**

**\*This position is open to current City of Minneapolis employees only.** There is currently one (1) full-time, non-exempt vacancy to be filled in the Civil Rights department. The position reports directly to the Director of Civil Rights. **Primary Responsibilities:** Assist the Director/Department Head by handling non-emergency issues and problems in the administrative area that do not require the executive's involvement. **Requirements: Education:** Associate's Degree in Business or Public Administration or equivalent. **Experience:** Five (5) years of related experience, including project management experience. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Tuesday, May 20, 2014 through Tuesday, June 3, 2014.**

**Senior City Planner Req#21478 Salary: \$56,152.00 up to \$77,299.00 Restricted TO CPED**

The Community Planning and Economic Development Department for the City of Minneapolis is looking for a Senior City Planner. The Senior City Planner is a mid-level planning position with CPED. This vacancy is with the Zoning Administration section of the Development Service Division and includes taking a lead role with permitting, customer service center counter staffing, and zoning enforcement. The current vacancy will work with and have a focus on the Historic Preservation and will have the capacity to focus on Historic Preservation and the capacity to fulfil the requests for Historic Review Letters and potential historical designation studies. **Requirements:** **Education/Experience:** Bachelor's Degree in Urban, Regional, Community Planning, Architecture, Historic Preservation, Landscape Architecture, Geography, or equivalent. Three years of professional related experience. An equivalent combination of related education and experience will be considered. **Applications accepted through Friday, May 30, 2014.**

**Supervisor, Environmental – Exam #21474/ Annual Salary \$75,326 up to \$82,311 \* Promotional opportunity Open to City of Minneapolis', Minneapolis Health Department applicants only. POSITION INFORMATION:** There is one (1) exempt vacancy in the Minneapolis Health Department, in the Environmental Services Division. This position will manage, supervise and coordinate environmental efforts for the City of Minneapolis related to regulatory responsibilities of the Environmental Services unit which includes but is not limited to erosion control, spill response, citizen complaints, after hours construction and outdoor events. **REQUIREMENTS: Experience:** Five (5) years of experience in environmental regulation. **Education:** Bachelor's Degree in Environmental Science, Public Administration or equivalent. **Equivalency:** An equivalent combination of related education/experience may be considered, education must be science related to be considered. **Applications accepted Monday, May 12, 2014 through Friday, May 23, 2014.**

**District Supervisor, License & Consumer Services – Exam #21475 / Annual Salary \$75,326 - \$82,311**

The Division of Licenses and Consumer Services for Community Planning and Economic Development is seeking an individual to supervise business licensing inspection and enforcement and consumer service enforcement activities in a geographical district. **Qualifications:** **Experience-** Five years of work experience in a regulatory agency, with supervisory experience preferred. **Education-** Bachelor's Degree in Public Administration, Urban Affairs, Political Science, or equivalent. For a complete job announcement and to apply online please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through May 21, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.